

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Senior Environmental Planner	<b>Position No.</b> 760-4713-001
<b>CBID:</b> R01	<b>Office:</b> Environmental/Cultural Resources
<b>Date Prepared:</b> January 16, 2019	<b>Division:</b> Siting, Transmission and Environmental Protection
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the general direction of the Energy Resources Specialist III (Supervisory), the Senior Environmental Planner performs a variety of analytical and team lead tasks. The Senior Environmental Planner acts as a consultant performing the most difficult and complex work essential to programs of statewide significance, and advises on procedural, legislative, and technical matters. The Senior Environmental Planner serves in a lead capacity over a unit of technical specialists that conduct environmental analyses for energy facility licensing and compliance, electric generation resource planning, electric transmission corridor planning, energy conservation, energy technology development, and energy policy and planning.

**WORKING CONDITIONS:** The work is performed in an indoor office or meeting room setting involving sitting, standing, or walking. Travel is required to participate in workshops, hearings and outdoor power plant site visits that may consume up to 25% of the time. On occasion, site visits will require hiking in remote areas and on uneven terrain. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work independently or in a team environment, utilizing a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet and participating in and lead meetings with other staff and with other agencies. The Senior Environmental Planner will:

- 30% Completes the most difficult and complex analyses related to energy facility licensing and compliance, electric generation resource planning, electric transmission corridor planning, energy conservation, energy technology development, and energy policy and planning. Analyses include the identification of environmental impacts, evaluation of alternatives, and formulation of mitigation measures. Preparation of reports and documents in accordance with the California Environmental Quality Act and the Warren-Alquist Act will be required. Presenting oral testimony at evidentiary hearings as a subject matter expert (cultural and tribal cultural resources) may be required. (E)
- 20% Independently act as a consultant to analyze and advise Energy Commission management on the most complex energy and environmental issues, including energy facility siting plans, agreements, or contracts prepared by federal, state, and local agencies; adoption, rescission, or modification of environmental or energy-oriented legislation, ordinances or regulations; and new policies proposed by the Energy Commission or other agencies. (E)
- 20% Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all unit work products and ensure timely completion of staff

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

**Proposed**

CALIFORNIA ENERGY COMMISSION



assignments, in the absence of the supervisor. This duty consists of ensuring that unit work products are coordinated and integrated with other technical disciplines, consistent with division and Energy Commission policies and objectives, technically accurate, and appropriate for the intended audience. (E)

- 10% Assists the supervisor and office manager with training/mentoring, administrative, management, budgetary, and program activities. (E)
- 10% Assists the supervisor and office manager with developing and maintaining liaison with federal, state, and local agencies, California Native American tribes, and interest groups to ensure their involvement in Energy Commission proceedings and the consideration of their issues. (E)
- 5% Represents the division and Energy Commission at meetings, conferences, and seminars involving other technical experts, government agencies, Native American tribes, interest groups, and the public. (E)
- 5% Perform other duties as required, consistent with the specifications of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Employee</span> <span>Date</span> </div> <div>Senior Environmental Planner</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Thomas Gates</span> <span>Date</span> </div> <div>Energy Resources Specialist III (Supervisory)</div>